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**MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS**

20 May 1954

1. The Nation-wide Civil Defense exercise, scheduled for 14-15 June 1954, and Agency plans for participation in these activities was explained by Mr. [REDACTED]. The over-all exercise comprises four separate and distinct programs, as follows:

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(a) The first phase of the exercise will test the organization of local Civil Defense units. This involves, insofar as Agency personnel are concerned, taking shelter in designated areas. Building emergency officers will have appropriate instructions to supervise evacuation to shelter areas. A preliminary, or yellow, alert will be sounded at 0916 hours on 14 June; at 1001 hours the red alert (indicating imminence of attack) will be sounded and will be the signal for evacuation; at 1011 hours the white alert will signify "all clear."

(b) Another phase is the Civil Defense Test Plan supervised by the Federal Civil Defense Administration, from the Headquarters area designated High Point. This test will be Nation-wide in scope and will be carried on over a 24-hour period.

(c) A third operation will be a token execution by several key CIA officials of the emergency relocation plan, to take effect upon signalling of the yellow alert.


(d) A fourth aspect of the over-all exercise is a test of the interim assembly plan, under which heads of Federal agencies, or their representatives, will foregather at High Point to observe the functioning of the total Civil Defense exercise.

2. Colonel White referred to CIA Notice No. [REDACTED] of 26 May 1954, to call attention to the obligation which responsible officials have to make sure that "on-call" officials must provide the Assistant Director for Current Intelligence with their home addresses and telephone numbers, and that these "on-call" officials must be within reach by telephone in the Washington area during all off-duty hours, including nights, Saturdays, Sundays and holidays.

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3. The objective of reducing Agency cable traffic by 25 percent places an obligation on the DD/A organization to exercise restrictions on the number of cables which originate within DD/A offices, as well as upon the number of words included in such cables as are deemed necessary.

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Colonel White requested DD/A office heads to make certain that cables originating in their offices were used only when other forms of communication were not adequate. In this connection, it is essential to handle correspondence on an expeditious basis in order to preclude the need for cables to take last minute or deferred action.

4. Colonel White mentioned the desire of the Office of Personnel to speed up return of its "Overseas Interest Questionnaire for Headquarters Clerical Personnel." He indicated that the Office of Personnel had reported that these questionnaires had been distributed to administrative officers. DD/A office heads were requested to see to it that the questionnaires were returned to Personnel within one week.

5. Colonel White discussed the concurrent plans of a number of office career service boards to develop questionnaire forms designed to find out the plans and desires of employees with respect to overseas service, future assignments, career development plans and related subjects. He felt that to the maximum extent possible, such questionnaire forms should be standardized, and for this purpose the views of the separate DD/A offices are being requested with respect to a specific proposed draft.

6. Colonel White stated that hearings by the Senate Appropriations Committee on the Agency's budget proposals would be conducted during the next week, beginning probably on Wednesday, 2 June 1954.

7. Dr. Tietjen expressed the hope that in the future, persons proposed for overseas assignments be referred to the Medical Office for examination soon after the tentative decision is made to effect such assignment. Such early referral will avoid the embarrassment now created when a person is medically turned down for overseas duty after most of his plans, and those of his office, have been completed. Generally, the results of a physical examination are regarded current for the following year's period.

8. Further developments in the Agency's discussions with the Government Printing Office regarding possible merger of the Printing and Reproduction Division with the GPO plant in the South Building were discussed by Colonel White. The Joint Committee on Printing has evidenced its interest in these discussions. Colonel White reiterated his previous statements that CIA is taking no initiative whatever to bring about the merger.

9. Mr. Houston reported that negotiations with the Internal Revenue Bureau had resulted in the latter's agreement to set up a unit in CIA to process tax returns originated by personnel whose

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11. Colonel White made reference to a new Agency Notice which is now being printed on the subject of career development of junior personnel. Under this program, selected employees will be transferred to the Office of Training in order to participate in a program of rotation to one or more Agency offices, consistent with the general career interests and potentialities of the employees concerned. Colonel White expressed his hope that office heads would follow this program closely to make sure that DD/A personnel would be taken into the program. He felt that the DD/A organization had not received a proportionate share of personnel under the JOT program. Similarly, DD/A offices have not made sufficient use of the regular Career Development Slots.

12. Referring to the Director's action on 21 May 1954, to designate Colonel White the Deputy Director for Administration, Colonel White acknowledged his appreciation for the cooperation and assistance received during the period while he served in an acting capacity. He said he was keenly aware that whatever accomplishments the DD/A organization could take credit for, these were the result of mutual goodwill and work among the DD/A offices, and, as well, the components outside of the DD/A organization. As DD/A, Colonel White said he was conscious of the great opportunity the DD/A organization had for contributing to the Agency's mission, and that he was pleased to know that he could count on the future help of each member of the Agency's Administrative organization.

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ER 5-6196

Meetings

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Document No. <u>010</u>
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS S <u>(C)</u>
Auth: HR 7C-2
Date: <u>30 NOV 1978</u> By: <u>015</u>

20 May 1954

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